Organizational Redesign and Planning

Checklist

Though not comprehensive, the following checklist is intended as a guide to help you move through the process of determining how to structure your organization and assign your workforce.

1.		Review your department's mission, vision and values and revise accordingly.
2.		Gather supporting resources and documentation, particularly those developed by the Enterprise Planning Teams.
3.		Review the inputs that shape the design of your department.
4.		Consider the resources that are currently available/will be available for your department to carry out its mission.
5.		Review the strategic intent of your organization.
6.		Review the core values of your organization.
7.		Review/establish the results and outcomes the organization will be expected to accomplish by consulting your strategic plan, the Leadership Agenda, and other key resources.
8.		Review/determine your core business.
9.		Review/determine what supporting processes will be needed to do the core business.
10.		Determine which organizational structure model you will employ.
11.		Determine what units will be in the redesigned structure.
12.		Identify the processes needed to accomplish the tasks and produce the desired outcomes.
13.		Assign the tasks to positions.
14.		Determine how many positions are needed to accomplish the tasks.
15.		Compare the number of positions needed to the number available to work with. If the first exceeds the second, adjust accordingly.
16.		Classify the positions assigned to the various organizational units.
17.		Determine the competencies needed to accomplish the tasks of each position.
18.		Identify staff who possess the needed competencies.
19.		Identify positions where no staff possess the needed competences.
20.		Determine how to fill positions where no staff have been assigned.
21.		Fill positions.